

**State of Delaware Insurance Department
General Instructions Document
Personal and Commercial**

1. Filing Authority/Scope of Authority:

Filings shall have all appropriate documents attached to the components as requested. See <http://www.state.de.us/inscom/departments/consumer/formapps.shtml#PandC> for more details.

2. Filing Basis:

Delaware is a file and use state with the authority to disapprove.

3. Status in Domicile:

Approval from state of domicile is not required unless requested.

4. Fee information (if any):

Filing fees of \$50 per form, per rate, per company, per line of insurance are required. For rules and advertisements, \$50 per filing per company is required.

5. Attachment Information and File Formats accepted for SERFF Filings:

- a. Attach all forms, appropriately captioned, to the Transmittal Header. All text documents shall be attached as Adobe Acrobat. Excel spreadsheets may be requested.
- b. SERFF Filing Fee Form is required.
- c. Multiple forms should be attached to the one component. Use detailed naming of the file that is attached. For example, the application for the policy might be named "pc_apps_12345.pdf".
- e. Problem Reports not responded to within 30 days will be closed and fees will not be refunded.

6. Special Transmittal Header Information:

State Specific Form must be attached to Transmittal Header.

7. Special Component Header Handling:

Make sure that the policy component is built as a Component Type.

8. Ongoing SERFF communications:

No special instructions.

9. Attachment Information for hard copy Filings:

- a. Transmittal Document completed and signed with all attachments.
- b. Delaware State Specific Form completed and signed.
- c. State Filing Fee Form must be completed and signed.
- d. Duplicate Transmittal Document for stamp and return.

10. Contact Information:

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